

**United States District Court
District of South Dakota
Probation and Pretrial Services Office**



VACANCY ANNOUNCEMENT 19-13

POSITION TITLE:	Chief Probation and Pretrial Services Officer
LOCATION:	Sioux Falls, South Dakota
SALARY RANGE:	JSP 14 – 17 (\$104,821 - \$176,900) Dependent Upon Qualifications
OPENING DATE:	Tuesday, July 30, 2019
CLOSING DATE:	Tuesday, August 27, 2019

The United States District Court for the District of South Dakota is seeking a qualified Chief U.S. Probation and Pretrial Services Officer (the Chief). The Chief is responsible for the overall management of the U.S. Probation and Pretrial Services Office (the Office) in the District of South Dakota. The position reports to the Chief U.S. District Court Judge. The Office serves three active judges, three senior judges, two full-time magistrate judges, and two part-time magistrate judges. The position currently supervises a staff of 79 employees, including probation officers and clerical staff. The Chief, in conjunction with the Clerk of the District Court (the Clerk) oversees the shared services staff, which consists of information technology, human resources, and financial and other administrative services. The Probation/Pretrial Services Office serves 66 counties. Headquarters is located in Sioux Falls, South Dakota. Divisional offices are located in Rapid City, Pierre, and Aberdeen. Seven satellite offices serve the Pine Ridge, Rosebud, Cheyenne River, and Standing Rock Indian reservations.

DUTIES AND RESPONSIBILITIES

Organizes the probation/pretrial services office to ensure the expeditious and competent handling of investigative work for the courts, institutions, and parole authorities and the effective supervision of persons placed on pretrial release, probation, parole, and supervised release.

Maintains communication with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound bond release decisions, sentencing, and supervision practices. Ensures that bond reports, presentence reports, and other reports going to the judges are thorough, accurate, and timely.

Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial, probation, and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

In cooperation with the court, promulgates policies, procedures, and guidelines to meet the unique needs of the court.

Selects and recommends to the court candidates for appointment as probation officers and appoints all non-officer staff; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines that all staff are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

Makes estimates of staff, space allocation, and operating allowance needs; prepares an annual budget; approves requisitions; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making authority to appropriate levels; provides qualitative and quantitative measures for work performance, and ensures accountability with minimal interference to service delivery.

Establishes and maintains a collaborative working relationship with the Clerk in a shared services environment. The Chief works with the Clerk to ensure that high quality administrative services are provided to the District and its employees. Services include information technology, human resources, budget, finance, procurement, and space and facilities.

Establishes and maintains collaborative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and competently.

Establishes and maintains collaborative relationships with all components of the criminal justice system to include federal, state, tribal, local law enforcement, correctional, and community and social service agencies. Monitors community events and issues with special attention to alleviating hazardous office and field incidents.

Establishes and maintains collaborative relationships with the Administrative Office of the United States Courts.

Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.

Performs related duties as required by the court.

ORGANIZATIONAL RELATIONSHIPS

A Chief U.S. Probation and Pretrial Services Officer is under the administrative direction of the Chief Judge of the District Court and is directly responsible for the administration of the probation/pretrial services office.

QUALIFICATIONS

To qualify for a position of Chief Probation and Pretrial Services Officer JSP 14 through JSP 17, a person must have a bachelor's degree from an accredited college or university and possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. A master's degree or advanced degree is preferred.

Completion of three years in a position of substantial management experience may be substituted for the requirement that one of the three years of specialized experience must have been at or equivalent to the next lower grade level.

The three years of specialized experience is mandatory.

SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

SUBSTANTIAL MANAGEMENT EXPERIENCE

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the

information technology and human resources functions, and long- and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, or head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer, assistant deputy chief pretrial services officer, or deputy in charge.

COURT-PREFERRED SKILLS

A graduate degree in a closely related field received from an accredited university.

Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations.

Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long- and short-range planning.

Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Demonstrated commitment to and expertise in evidence-based practices and treatment, and in the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism.

DESIRABLE PERSONAL CHARACTERISTICS

Successful candidates must be adept leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, are required. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

Each applicant must be a U.S. Citizen or eligible to work in the United States

This position will require travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage. The medical requirements and the essential job functions derived from the medical guidelines of probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov> (click on U.S. Probation and Pretrial Services Officers/What Professional Standards Apply to Them/ Officer and Officer Assistant Medical Requirements).

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. At the court's direction, references and former employers (whether listed as references or not) of the final group of candidates may be called to seek information on past performance history.

The court requires employees to adhere to a Code of Conduct that can be found at <http://www.uscourts.gov> (click on Rules and Policies/Codes of Conduct/Code of Conduct for Judicial Employees). Prior to appointment, applicants considered for this position may undergo a full field

background investigation and a credit record check. Incumbent may be subject to updated background investigations every five years.

BENEFITS

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employee Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance options

RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years' federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

APPLICATION PROCESS

Qualified applicants should submit the following:

- A letter of application that outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Chief Probation and Pretrial Services Officer;
- An Application for Judicial Branch Federal Employment (AO-78), available at <http://www.uscourts.gov/>;
- Two recent performance evaluations;
- A detailed resume including at least three professional references.

Application packages must be emailed in PDF format with "Vacancy 19-13" in the subject line to Mesa Scott, Human Resources Administrator, at mesa_scott@sdd.uscourts.gov.

The court will communicate with those individuals who are deemed most qualified for the position.

The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any announcement with or without written notice to applicants. The Chief Judge reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. Applicants are covered under the District of South Dakota's Employee Dispute Resolution policy.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER